

**EFT AUTHORIZATION**  
**AUTHORIZATION TO ESTABLISH ELECTRONIC FUNDS TRANSFER (EFT)**  
**FOR TRAVEL PAY**

I request my Travel Pay be sent via EFT to my Direct Deposit account and authorize the required information be extracted from my Pay Records. I understand if I change my Pay Account I am required to notify the Travel Office of this change. Additionally, I understand I need to verify the funds are deposited into my account prior to withdrawing funds against the amount paid.

Date \_\_\_\_\_

Printed Name \_\_\_\_\_

SSAN \_\_\_\_\_

Organization and Duty Phone \_\_\_\_\_

(Mark One) I am a Civilian Employee \_\_\_\_\_ Military Member \_\_\_\_\_

Home Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature Date \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

Type of Account: CHECKING \_\_\_\_\_ SAVINGS \_\_\_\_\_

AUTHORITY: 5 USC 5701.37 USC 404-427 AND EO 9397

PRINCIPAL PURPOSE(S): Used for reviewing, approving, accounting and disbursing for official travel. SSAN is used to maintain a numerical identification system for individual claims.

ROUTINE USE(S): To substantiate claims for reimbursement for official travel

DISCLOSURE: Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.